

OUTSTANDING SUPERVISOR AWARDS

1. PURPOSE

This Directive establishes a new policy to recognize the critical role of supervisors. The purpose of the awards is to recognize and reward leadership and management accomplishments. These awards are to recognize outstanding contributions of supervisors who support the development of Animal and Plant Health Inspection Service (APHIS) employees/ subordinates in accomplishing the Agency's mission.

2. BACKGROUND

- a. Members of the APHIS Strategic Monitoring-Enhancing Supervisory Effectiveness-Awards/Recognition Workgroup created the Outstanding Supervisor Award (OSA) in 2007.
- b. The APHIS OSA (AOSA) and the Outstanding Supervisor Award (OSA) are the most prestigious awards presented to APHIS supervisors.
- c. The OSA recognizes deserving supervisors at all grade levels who demonstrate the behaviors and accomplishments that are critical for employee development, organizational performance, and for achieving the organization's mission and goals through its employees. All APHIS program supervisors are eligible for this award: Animal Care, Biotechnology Regulatory Services, Civil Rights Enforcement and Compliance, International Services, Legislative and Public Affairs, Marketing and Regulatory Programs Business Services (MRPBS), Office of Emergency Management and Homeland Security, Plant Protection and Quarantine, Policy and Program Development, Veterinary Services, and Wildlife Services.
- d. The AOSA is given to the OSA recipient that has distinguished him/herself by his/her exceptional leadership and management accomplishments.
- e. The OSA is presented annually by the Program Deputy Administrator or Staff Director.
- f. The AOSA is presented annually by the APHIS Administrator.

3. ELIGIBILITY

- a. All APHIS supervisors are eligible for the OSA based on an exceptional performance rating on their current performance evaluation and an exceptional element rating for human resources management and/or a related element.
- b. Members of the Senior Executive Service are not eligible to be nominated for the OSA.
- c. Only the recipients of the OSA are eligible for the AOSA.

4. CRITERIA

To be eligible for an OSA or ASOA nomination, the supervisor must have:

- a. Received an Exceptional performance rating for the human resources management performance element and/or a related element; and
- b. Received an Exceptional performance rating for the most recent performance rating period.
- c. Nominees who receive an OSA or AOSA will NOT be recognized again for 3 years.

5. PROGRAM REQUIREMENTS

- a. Program Deputy Administrators/Directors will:
 - (1) Establish a process for receiving, reviewing, selecting, and awarding the OSA for their program/staff.
 - (2) Monitor and ensure that nominations reflect the broad spectrum of supervisors in their workforce. All supervisors based on the criteria are to be given equal consideration, regardless of duty station, grade level, or other non-merit factors.
- b. Nominations for the OSA may be submitted by subordinate employees, colleagues, other peer supervisors, and managers.
- c. The Program Deputy Administrator/Director will submit ONE nomination for the AOSA. The pool is limited to OSA recipients who have made exceptional contributions and who are truly deserving of high honor based upon the criteria shown in the AOSA Justification Form, APHIS Form 48 (see Attachment 1).

- d. Program Deputy Administrators/Directors must also ensure that nominations are nondiscriminatory from the standpoint of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, protected genetic information, political beliefs, reprisal, or source of income (public assistance). (Not all prohibited bases apply to all programs.)
- e. AOSA nominations must be submitted using APHIS Form 48 (see Attachment 1). Each nomination must describe clearly, in non-technical language, the contribution to human resources management, and its impact on APHIS' or the Department's mission, and the degree to which the contribution exceeds normal job responsibilities. A copy of the nominee's performance appraisal rating sheet must accompany the AOSA nomination form.
- f. Each nominating program must verify internally that there is no information that would negatively affect the nominations (e.g., disciplinary actions, including pending actions; the investigation into and/or a finding of engagement in prohibited personnel practices; findings of discrimination, etc.) prior to submitting to MRPBS, Human Resources Division (HRD).
- g. The Deputy Administrator/Staff Director's transmittal for nominations will be sent to the Office of the Administrator through MRPBS, HRD, Recruitment Staff.
- h. MRPBS, HRD must receive nominations by the due date identified in the annual announcement.

6. REVIEW PROCESS

The AOSA Evaluation Committee is appointed annually by the Administrator to review nominations for this prestigious APHIS leadership award.

7. AWARD AMOUNT

- a. Recipients of the **OSA** will receive \$5,000 to be allocated by the nominating program/office.
- b. The recipient of the **AOSA** will receive \$5,000 to be allocated by the Office of the Administrator.

8. AWARDS PRESENTATION

The OSA will be presented annually by the Program Deputy Administrator/Staff Director. The AOSA will be presented annually by the APHIS Administrator. The recipients will be invited to receive his/her award at an Annual Awards ceremony held by the APHIS Administrator. An APHIS “Hall of Fame” will be established and used to facilitate the prestige of the award, reinforce the legacy of the AOSA, and highlight the importance of the award.

9. INQUIRIES

- a. Questions concerning this Directive should be directed to the Human Capital Planning Branch, HRD, MRPBS, at 202-720-3010.
- b. This Directive is available on the Internet at www.aphis.usda.gov/library

/s/

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Attachment